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**CODE, RULES AND BY-LAWS
OF THE
STATE
BOARD OF TECHNICAL
REGISTRATION**

**for
ARCHITECTS, ENGINEERS
GEOLOGISTS
LAND SURVEYORS**

and

ASSAYERS

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Published January 1, 1966

CODE OF ETHICS

I hereby subscribe to and agree to exemplify the following Code of Ethics:

It shall be considered unprofessional and inconsistent with honorable and dignified bearing for any Architect, Assayer, Professional Engineer, Geologist or Land Surveyor:

1. To act for his client, or employer, in professional matters otherwise than as a faithful agent or trustee, or to accept any remuneration other than his stated recompense for services rendered.
2. To attempt to injure falsely or maliciously, directly or indirectly, the professional reputation, prospects or business of anyone.
3. To attempt to supplant another Architect, Assayer, Engineer, Geologist or Land Surveyor after definite steps have been taken toward his employment.
4. To compete with another Architect, Assayer, Engineer, Geologist or Land Surveyor for employment by the use of unethical practices.
5. To review the work of another Architect, Assayer, Engineer, Geologist or Land Surveyor for the same client, except with the knowledge of such person or unless the connection of such Architect, Assayer, Engineer, Geologist or Surveyor with the work has terminated.
6. To attempt to obtain technical services or assistance without fair and just compensation commensurate with the services rendered.
7. To advertise in self-laudatory language, or in any other manner derogatory to the dignity of the Profession.

ATTENTION

ARCHITECTS

ASSAYERS

ENGINEERS

GEOLOGISTS

LAND SURVEYORS

The Law Says:
ALL WORK MUST BE SEALED

The Board Will Appreciate
Your Co-operation



Office of the Board
408 Guaranty Bank Building
3550 North Central, Phoenix, Arizona 85012

CODE OF THE STATE BOARD OF TECHNICAL REGISTRATION FOR ARCHITECTS, ENGINEERS, GEOLOGISTS, LAND SURVEYORS AND ASSAYERS

Revised Code Adopted January, 1956

Amended April, 1956

ARTICLE 1. BOARD OF TECHNICAL REGISTRATION

No. 32-101. Definitions.

In this chapter, unless the context otherwise requires.

1. "Architect" means a person who, by reason of his knowledge of the mathematical and physical sciences, and the principles of architecture and architectural engineering acquired by professional education, practical experience, or both, is qualified to engage in the practice of architecture as attested by his registration as an architect.

2. "Architectural practice" means any service or creative work requiring architectural education, training and experience, and the application of the mathematical and physical sciences and the principles of architecture and architectural engineering to such professional services or creative work as consultation, evaluation, planning, design and supervision of construction for the purpose of assuring compliance with specifications and design, in connection with any building, or site development. A person shall be deemed to practice or offer to practice architecture who in any manner represents himself to be an architect, or holds himself out as able to perform any architectural service or other services recognized by educational authorities as architecture.

3. "Architect-in-Training" means a candidate for registration as a professional architect who is a graduate of a school approved by the board as of satisfactory standing or who has had four years or more of experience in architectural work of a character satisfactory to the board. In addition, the candidate shall have successfully passed the examination in the basic architectural subjects. Upon completion of the requisite years of training and experience in the field of architecture under the supervision of a professional architect satisfactory to the board, the architect-in-training shall be eligible for the second stage of the prescribed examination for registration as a professional architect.

4. "Assayer" means a person who analyzes metals, ores, minerals, or alloys in order to ascertain the quantity of gold or silver or any other substance present in them.

5. "Board" means the state board of technical registration.

6. "Engineer" means a professional engineer who, by reason of special knowledge of the mathematical and physical sciences and the principles and methods of engineering analysis and design, acquired by professional education or practical experience, is qualified to practice engineering as attested by his registration as a professional engineer.

7. "Engineering practice" means any professional service or creative work requiring engineering education, training and experience and the application of special knowledge of the mathematical, physical and engineering sciences to such professional services or creative work as consultation, investigation, evaluation, planning, design and supervision of construction for the purpose of assuring compliance with specification and design, in connection with any public or private utility, structure, building, machine, equipment, process, work or project, and includes plans and

designs relating to the location, development, mining and treatment of ores and other minerals. A person shall be deemed to be practicing or offering to practice engineering if he practices any branch of the profession of engineering, or by verbal claim, sign, advertisement, letterhead, card or any other manner represents himself to be a professional engineer, or holds himself out as able to perform or does perform any engineering service or other service as recognized by educational authorities as engineering. A person employed on a full time basis as an engineer by an employer engaged in the business of developing, mining and treating ores and other minerals shall not be deemed to be practicing engineering for the purposes of this chapter if he engages in the practice of engineering exclusively for and as an employee of such employer and does not hold himself out and is not held out as available to perform any engineering services for persons other than his employer.

8. "Engineer-in-training" means a candidate for registration as a professional engineer who is a graduate in an approved engineering curriculum of four years or more of a school approved by the board as of satisfactory standing, or who has had four years or more of experience in engineering work of a character satisfactory to the board, and, in addition, has successfully passed the examination in the basic engineering subjects, and who, upon completion of the requisite years of training and experience in engineering under the supervision of a professional engineer satisfactory to the board, is eligible for the second stage of the prescribed examination for registration as a professional engineer.

9. "Geologist" means a person, not of necessity an engineer, who by reason of his special knowledge of the earth sciences and the principles and methods of search for and appraisal of mineral or other natural resources acquired by professional education and practical experience is qualified to practice geology as attested by his registration as a professional geologist. A person employed on a full time basis as a geologist by an employer engaged in the business of developing, mining or treating ores and other minerals shall not be deemed to be engaged in 'geological practice' for the purposes of this chapter if he engages in geological practice exclusively for and as an employee of such employer and does not hold himself out and is not held out as available to perform any geological services for persons other than his employer.

10. "Geological practice" means any professional service or work requiring geological education, training, and experience, and the application of special knowledge of the earth sciences to such professional services as consultation, evaluation of mining properties, petroleum properties, and ground water resources, professional supervision of exploration for mineral natural resources including metallic and non-metallic ores, petroleum, and ground water, and the geological phases of engineering investigations.

11. "Geologist-in-training" means a candidate for registration as a professional geologist who is a graduate of a school approved by the board as of satisfactory standing or who has had four years or more of experience in geological work of a character satisfactory to the board. In addition, the candidate shall have successfully passed the examination in the basic geology subjects. Upon completion of the requisite years of training and experience in the field of geology under the supervision of a professional geologist satisfactory to the board, the geologist-in-training shall be eligible for the second stage of the prescribed examination for registration as a professional geologist.

12. "Land surveyor" means a person who engages in the practice of surveying tracts of land for the determination of their correct locations, areas, boundaries and description, for the purpose of conveyancing and recording, or for establishment or re-establishment of boundaries and plotting of lands and subdivisions.

No. 32-102. Board of Technical Registration.

A. There shall be a state board of technical registration. The board shall consist of the dean or acting dean of the college of engineering at the University of Arizona as an ex officio member, and eight appointive members, who shall be appointed by the governor. Three of the appointive members shall be architects and five shall be engineers from the major engineering groups.

B. Of the members of the board first appointed, two shall be appointed for terms expiring June 30, 1957, one of whom shall be an engineer and one an architect; three shall be appointed for terms expiring June 30, 1958, two of whom shall be engineers and one an architect, and three for terms expiring June 30, 1959, two of whom shall be engineers and one an architect. Upon the expiration of any of the terms a successor shall be appointed for a full term of three years. The governor may remove an appointive member of the board for misconduct, incapacity or neglect of duty. Appointment to fill a vacancy caused other than by expiration of term shall be for the unexpired portion of the term.

No. 32-103. Qualifications of Members.

Appointive members of the board shall:

1. Be at least thirty-five years of age.
2. Have been a resident of the state for at least three years immediately preceding his appointment.
3. Have had at least ten years active professional experience as an architect or engineer.
4. Be of recognized good standing in his profession.
5. Be registered as provided in this chapter.

No. 32-104. Compensation.

A. Members of the board shall receive no compensation for their services, but shall receive mileage and travel expenses as prescribed for state officers.

B. The certificate of registration of board members shall be renewed without payment of the renewal fee.

No. 32-105. Organization.

The board shall annually elect from its membership a chairman, vice-chairman and secretary. It shall hold at least two regular meetings each year and such special or called meetings as the by-laws provide. Not less than five members, of whom at least two shall be architects and three engineers, shall constitute a quorum for the transaction of business.

No. 32-106. Powers and Duties.

A. The board shall:

1. Adopt by-laws and rules for the conduct of its meetings and performance of duties imposed upon it by law.
2. Adopt an official seal for attestation of certificates of registration and other official papers and documents.
3. Consider and pass upon applications for registration.

4. Hear and pass upon complaints or charges.
5. Compel attendance of witnesses, administer oaths and take testimony concerning all matters coming within its jurisdiction.
6. Keep a record of its proceedings.
7. Keep a register which shall show the date of each application for registration, the name, age, qualifications and place of business of the applicant, and the disposition of the application.
8. Do other things necessary to carry out the purposes of this chapter.

B. The board shall specify on the certificate of registration and annual renewal card issued to each registered engineer the branch of engineering in which he has demonstrated proficiency, and authorize him to use the title of registered professional engineer. The board shall decide what branches of engineering shall be thus recognized.

C. The board may hold membership in and be represented at the national council of state boards of engineering examiners and the national council of architectural registration boards, and may pay the appropriate membership fees. Members or regular employees of the board selected to represent the board at such meetings shall be reimbursed for actual and necessary expenses in connection therewith. The board may conduct standard examinations on behalf of national councils, and may establish fees therefor.

D. The board is authorized to employ and pay on a fee basis, persons, including full time employees of a state institution, bureau or department, to prepare and grade examinations given to applicants for registration and to fix a fee to be paid for such services. Such employees are authorized to prepare, grade and monitor examinations, and perform other services the board authorizes, and to receive payment therefor from the technical registration fund.

E. The board is authorized to rent necessary office space and pay the cost thereof from the technical registration fund.

No. 32-107. Board Secretary: Duties; Salary.

A. The secretary shall be custodian of the records of the board, receive applications for registration and lay them before the board, file complaints with the proper officials against violators of any provision of this chapter, assist in the prosecution of such cases and perform other duties the board prescribes.

B. The secretary shall receive a salary not to exceed twelve hundred dollars per annum, as determined by the board.

No. 32-108. Annual Report; filing copies of lists of registrants.

In January of each year the board shall make a report to the governor which shall be accompanied by a copy of the list of registrants. A copy of the list shall also be filed with the secretary of state, and with the clerk of the board of supervisors of each county.

No. 32-109. Technical registration fund.

A. The secretary shall transmit to the state treasurer all fees or other revenues received by the board. The treasurer shall place ten per cent thereof in the general fund to assist in defraying the cost of maintaining the state government and shall place the remainder in a separate fund known as the technical registration fund, to be used only in defraying expenses of the board and in prosecuting violations of this chapter.

B. Any other provisions of law to the contrary notwithstanding, the unexpended balance remaining in the technical registration fund at the end of the fiscal year shall not revert to the general fund, but shall be credited to the fund for the succeeding fiscal year.

C. The board shall not incur any expenses or approve any claim against the fund in excess of the balance therein, nor shall the state auditor issue a warrant against the fund in excess of such balance.

ARTICLE 2. REGISTRATION

No. 32-121. Certificate required for practice of Architecture, Assaying, Engineering, Geology, or Land Surveying.

A person desiring to practice the profession of architecture, assaying, engineering, geology, or land surveying shall first secure a certificate of registration and shall comply with all the conditions prescribed in this chapter.

No. 32-122. Qualification of Applicant.

A. An applicant for registration as an architect, engineer or geologist shall be not less than twenty-five years of age and of good moral character and repute and shall have engaged actively for at least eight years in architectural, engineering or geological work of a character satisfactory to the board, but each year of teaching architectural, engineering or geological subjects or of study satisfactorily completed in an architectural, engineering or geological school approved by the board up to a maximum of five years, may be considered equivalent to one year of active engagement.

B. An applicant for registration as an assayer or a land surveyor shall have engaged actively for at least four years in assaying or land surveying work of a character satisfactory to the board, but each year of teaching assaying or land surveying or of study satisfactorily completed in a school approved by the board, up to a maximum of two years may be considered equivalent to one year of active engagement.

No. 32-123. Application for registration.

A. A person desiring to practice architecture, assaying, engineering, geology, or land surveying shall make application for registration on a form prescribed by the board, subscribed under oath and accompanied by the registration fee. If the evidence submitted satisfies the board that the applicant is fully qualified to practice the profession for which registration is asked, it shall give him a certificate of registration, signed by the chairman and secretary and attested by the official seal.

B. If in the judgment of the board the applicant has not furnished satisfactory evidence of qualifications for registration it may require additional data, or may require the applicant to submit to an oral or written examination.

C. If the application is denied, the registration fee shall be returned, less the cost of considering the application, as determined by the board.

No. 32-124. Registration Fees.

The following fees shall accompany applications for registration:

1. For a certificate as an architect, engineer or a geologist, twenty-five dollars.

2. For a certificate as an assayer or land surveyor, fifteen dollars.

3. For a registration as an engineer-in-training, ten dollars.

4. For a temporary permit to practice architecture, engineering, geology, assaying or land surveying, not to exceed a period of ninety days, by a non-registrant holding a valid certificate of registration as an architect, engineer, geologist, assayer or land surveyor by another state or territory of the United States, fifty dollars.

No. 32-125. Seals for Registrants.

A. The board shall adopt and prescribe seals for use of registrants who hold valid certificates. Each seal shall bear the name of the registrant, shall state the vocation and, in the case of engineering, the branch or branches thereof he is permitted to practice, and other data the board deems pertinent.

B. Plans, specifications, plats or reports prepared by a registrant or his bona fide employee, shall be issued under his seal.

C. It is unlawful for a registrant whose certificate has expired or has been revoked or suspended to use the seal, or for a registrant to sign, stamp or seal any document not prepared by him or his bona fide employee.

D. It shall be unlawful for any non-registrant to cause or permit the illegal use of a registrant's seal, signature or stamp on any document prepared by the non-registrant.

No. 32-126. Registration without examination.

The board may register without examination an applicant who holds a valid and subsisting certificate of registration issued by another state or foreign country which has requirements for registration satisfactory to the board, or who holds a certificate of qualification issued by a national bureau of registration or certification.

No. 32-127. Renewal of Certificates; Delinquency Penalty; Renewal Fees.

A. Certificates of registration shall expire on December 31 of each year, and shall be invalid after that date unless renewed by payment of the required renewal fee. If the renewal fee is not paid prior to the expiration date, it shall be accompanied by a penalty of ten per cent for each month or fraction of a month of delinquency.

B. If a registration has lapsed for three years, a new application, accompanied by the proper fee, shall be required, but time spent by a registrant in any branch of the armed forces of the United States since 1939 shall not be included in computing the three year period.

C. The renewal fee shall be:

1. For an architect, engineer or a geologist, ten dollars.
2. For an assayer or land surveyor, five dollars.

No. 32-128. Revocation of Certificate; Hearings; Notice of Findings.

A. The board may take disciplinary action against the holder of a certificate under this chapter, charged with the commission of any of the following acts:

1. Fraud or misrepresentation in obtaining a certificate of qualification, whether in the application or qualification examination.

2. Gross negligence, incompetence, bribery, or other misconduct in the practice of his profession.

3. Aiding or abetting an unregistered person to evade the provisions of this chapter or knowingly combining or conspiring with an unregistered person, or allowing one's registration to be used by an unregistered person, or acting as agent, partner, associate or otherwise, of an unregistered person with intent to evade provisions of this chapter.

B. The board shall have authority to make investigations, employ investigators, and conduct hearings to determine whether a license issued under this chapter should be revoked or suspended upon a complaint in writing, under oath, or when the board after receiving an oral or written complaint not under oath, makes an investigation into such complaint and determines that there is sufficient evidence to warrant a hearing, on its own motion may direct the secretary to file a verified complaint charging a possessor of a certificate under this chapter, with commission of an offense subject to disciplinary action and give notice of hearing. The secretary shall then serve upon the accused, by registered mail, a copy of the complaint together with notice setting forth the charge or charges to be heard and the time and place of hearing, which shall not be less than thirty days succeeding the mailing of notice.

C. The accused may appear personally or by his attorney at the hearing and present witnesses and evidence in his defense and he may cross-examine witnesses against him.

D. If five or more members of the board find the accused guilty, his certificate shall be suspended or revoked, but may be reissued upon the affirmative vote of five or more members of the board. Should the certificate of a registrant who is a principal of a firm or executive officer of a corporation be suspended or revoked for cause attributable to the firm or corporation, said revocation may be deemed just cause for revocation of the certificates of all or any other principals or officers of the firm or corporation.

E. The board shall immediately notify the secretary of state and clerk of the board of supervisors of each county in the state of the revocation of a certificate or of the reissuance of a revoked certificate.

ARTICLE 3. REGULATORY PROVISIONS

No. 32-141. Firm or corporate practice.

No firm or corporation shall engage in the practice of architecture, assaying, geology, engineering, or land surveying unless the work is under the full authority and responsible charge of a registrant, who is also a principal of the firm or officer of the corporation. The name of said registrant shall appear whenever the firm name is used in the professional practice of the firm or corporation.

No. 32-142. Public Works.

A. Drawings, plans, specifications and estimates for public works of the state or a political subdivision thereof involving architecture or engineering shall be prepared by or under the personal direction of, and the construction of such works shall be executed under the direct supervision of, a registered architect or engineer.

B. Surveys, maps or assays required in connection with public land surveying or assaying shall be made by or under the personal direction of a qualified registrant.

No. 32-143. Exceptions.

A registered architect may engage in the practice of engineering or a registered engineer may engage in the practice of architecture, geology, assaying or land surveying, but only to the extent that such person is qualified and as such work may be necessary and incidental to the work of his profession.

No. 32-144. Exemptions and limitations.

Architecture, engineering, geology, assaying or land surveying may be practiced without compliance with the requirements of this chapter by:

1. An officer or employee of the United States, practicing as such.
2. A consulting associate of a registrant, if he is a non-resident with no established place of business in this state and is qualified to practice in the state or country where he resides.
3. An employee of a registrant or of a person exempt from registration, if such employment does not involve direct responsibility for design, inspection or supervision.
4. A non-registrant who designs buildings, the cost of which does not exceed ten thousand dollars each, or alterations, the cost of which does not exceed three thousand dollars for each building.
5. A non-registrant who designs buildings or structures to be erected on property owned or leased by him or by a person, firm or corporation, including a utility, telephone, mining, or railroad company, which employs such non-registrant on a full-time basis, if the buildings or structures are intended solely for the use of the owner or lessee of the property and are not for sale, rental or use by the public.

No. 32-145. Violations; Penalty.

Any person who commits any of the following acts is guilty of a misdemeanor:

1. Practices, offers to practice or by any implication holds himself out as qualified to practice as an architect, assayer, engineer, geologist, or land surveyor, who is not registered as provided by this chapter.
2. Advertises or displays a card, sign or other device which may indicate to the public that he is an architect, assayer, engineer, geologist or land surveyor, or is qualified to practice as such, who is not registered as provided by this chapter.
3. Assumes the title of engineer, architect, geologist, assayer or land surveyor, or uses or attempts to use as his own a certificate of registration of another, or uses or attempts to use an expired or revoked certificate of registration.
4. Presents false evidence to the board for the purpose of obtaining a certificate of registration.
5. Otherwise violating any provision of this chapter.

STATE OF ARIZONA
STATE BOARD OF TECHNICAL REGISTRATION

for

Architects, Engineers, Geologists, Land Surveyors and Assayers

The following Rules and Regulations were adopted on December 13th, 1963 by the Board pursuant to authority of Section 32-106, Arizona Revised Statutes, 1956.

RULE I. GENERAL RULES

A. Applications

1. The Board meets regularly in March, June, September, and December to consider applications for registration. No application will be presented to the Board for its consideration until all of the required information, including transcripts, concerning the application has been received. This includes a standard application form completely filled out, including required signatures on application, photograph, and affidavit. A fee of \$25.00 if for Architect, Geologist, or Professional Engineer, \$15.00 if for Assayer or Land Surveyor, \$10.00 if for Architect-in-Training, Engineer-in-Training, or Geologist-in-Training, must accompany the application form. It is the applicant's responsibility to secure transcripts of his records from all colleges attended. The applicant must arrange to have these transcripts sent directly from the college registrar to the office of the Board. The applicant's sole responsibility regarding references is that of furnishing a suitable list. The office of the Board will request such information as it deems necessary from the references submitted by the applicant. References submitted by an applicant should include at least three persons registered in the same general field of experience as the applicant and two references who are now, or have been, the applicant's immediate supervisors. Other persons will be evaluated as references only if their responsibility and their ability to evaluate the technical competence of the applicant can be established by the Board.

2. Engineers desiring registration in more than one branch must submit a separate application for each branch and pay the regular fee with each application. Registration in engineering will be granted in the major branches of engineering included in the college curricula approved by the Board. Major branches of engineering presently recognized by the Board are: Aeronautical, Agricultural, Chemical, Civil, Electrical, Engineering Science, Geological, Highway, Industrial, Mechanical, Metallurgical, Mining, Nuclear, Petroleum, Sanitary, and Structural.

3. The Board does not grant registration to residents of other States, except under unusual circumstances, unless they hold registration in the State of their legal residence.

4. When an application for registration is denied, the applicant will be so notified. No re-application will be accepted until one year has elapsed from the date of the formal Board action denying the original application. When applications for registration are denied on initial Board action, the following refunds of application fees will be made: Architect, Engineer, or Geologist, \$10.00; Assayer or Land Surveyor, \$5.00. Applicants whose applications for registration are denied subsequent to initial Board action will receive no refund of their application fees.

5. No application made on any other than a printed form issued by the Board will be accepted or considered by the Board, except

that, in the event any printed form issued by the Board does not contain sufficient space for the necessary evidence to be submitted, the applicant may attach additional sheets to said form to any desired extent, but such attached sheets must be of the same size as the printed form and shall be securely attached thereto.

6. An applicant may withdraw his application for registration by written request to the Board for approval of such withdrawal. An approved withdrawal is deemed by the Board to be a denial of an application for registration without prejudice and no refund of the application fee will be made.

7. An applicant for any of the three in-training programs shall, in order to be admitted to the in-training examinations, submit an application to the Board on the prescribed form for approval by the Board. It will be necessary for an applicant to pay the \$10.00 application fee required under Rule I-1 for registration as an Architect-in-Training, Engineer-in-Training, or Geologist-in-Training, as well as the examination fees stated in Rule II-F.

RULE II. EXAMINATIONS

A. General Rules, Applicants for Professional Registration

1. Applicants for professional registration held for written examination as a result of initial Board action on their original application or re-application will be denied their application for registration and forfeit all application and examination fees if they fail to take the first scheduled written examination following notification of their being held for written examination. However, the Board may waive this rule when an applicant who is unable to take the first scheduled written examination notifies the Board at least ten days prior to the scheduled examination date and requests an extension in writing. Applicants for professional registration held for written examination pursuant to this rule, who have been granted an extension on the first scheduled written examination and who fail to take the next regularly scheduled written examination offered by the Board, shall have their application for registration denied.

2. Applicants for professional registration who take the written examination pursuant to Rule II, A-1 and fail to achieve a passing grade will be allowed to re-examine. To be re-examined applicants for professional registration must request re-examination thirty days prior to the next scheduled written examination date, by letter, and pay the scheduled re-examination fee, as listed in Rule II-F, for each part of the examination on which a passing grade was not achieved. Applicants for professional registration who fail to request re-examination and pay the scheduled re-examination fees for the next scheduled written examination shall have their applications for professional registration denied. Applicants for professional registration who have requested re-examination and paid the scheduled re-examination fee shall forfeit the re-examination fee for failure to appear for the re-examination unless excused by the office of the Board. A request for an excuse must be directed to the office of the Board in writing at least ten days prior to the scheduled written examination date. Applicants for professional registration who have requested re-examination and paid the scheduled re-examination fee shall have their application for professional registration denied if they fail to appear for two consecutive re-examinations. Applicants for professional registration excused from a re-examination must appear for the next scheduled written examination or his application for professional registration shall be denied.

3. The written examination or portions thereof may be waived by the Board when, in the Board's opinion, an applicant has a proven experience record of unusual and comprehensive quality. The Board may require a Comprehensive Oral Examination.

4. Written examinations for applicants for professional registration as Architect, Engineer, Geologist, Land Surveyor, and Assayer will be given twice annually at a time and place designated by the Board; other examinations will be given at a time and place as established by the Board. The Board shall select and publish the examination dates and location at least 90 days prior to the date selected.

B. General Rules, Applicants for Architect-in-Training, Engineer-in-Training, Geologist-in-Training.

1. Architect-in-Training, Engineer-in-Training, and Geologist-in-Training examinations will be given twice annually, at a time and place designated by the Board and concurrently with the written examinations for professional registration. Applications for in-training examinations and certification must be received in the office of the Board at least thirty days prior to the scheduled date of the examination.

2. Applicants for Engineer-in-Training and Geologist-in-Training will be permitted to take the Engineer-in-Training and Geologist-in-Training examination prior to graduation, but in no event will their probationary period start until they have completed the requirements for graduation. Applicants without college degrees desiring to enter the Engineer-in-Training or Geologist-in-Training program will be permitted to take the examination prior to the completion of four years of satisfactory experience by submitting an application bearing the approval of a registered engineer or geologist, respectively, but their probationary period will not begin until the four years of experience satisfactory to the Board requirement has been met. The Engineer-in-Training and Geologist-in-Training applicant who is a student pursuing a curricula which will lead to an engineering or geology degree shall have his application blank certified by his dean or major professor.

3. Applicants for Architect-in-Training will be permitted to take the Architect-in-Training examination within twelve months after graduation from an accredited architectural school. The graduates from an accredited architectural school must obtain the signature of the Dean of the College of Architecture or their fifth year design professor on their Architect-in-Training program application form. Applicants without college degrees from an accredited architectural school desiring to enter the Architect-in-Training program will be permitted to take the examination after four years of architectural training under a registered architect by submitting an application to the Board bearing the approval and signature of the current employer. As a part of the Architect-in-Training program, both the applicant graduate from an accredited architectural school and the applicant without a college degree will be required to obtain through the secretary of the Board at the time of their request for an Architect-in-Training application, an approved Architect-in-Training log book in which will be set forth in detail the applicant's training record. Such log books must be accurately kept and all professional architectural experience vouched for and signed by the applicant's registered architectural employer during the full time of the applicant's required training period. The log will form the applicant's training record and must be filed with the secretary of the Board before the applicant can obtain an application for his professional registration.

4. Applicants for Architect-in-Training are not permitted re-examination.

5. If an Architect-in-Training passes the in-training examination, credit for History and Theory, Structural Design, and Building Equipment will be given him towards his full professional examination, but if he fails the in-training examination, no credit will be given and the applicant will have to wait until his required years of training have been completed, at which time he may apply for professional registration, should he meet all of the requirements.

6. If an Engineer-in-Training passes the in-training examination, credit for Basic Sciences and Engineering Sciences will be given him towards his full professional examination, but if he fails the in-training examination, no credit will be given.

7. If a Geologist-in-Training passes the in-training examination, credit for Basic Geology will be given him towards his full professional examination, but if he fails the in-training examination, no credit will be given.

8. Passing an in-training examination will not obligate the Board to accept the applicant for registration as an Architect-in-Training, Engineer-in-Training, or Geologist-in-Training. It will, however, satisfy the examination requirement should he be accepted and so certified.

9. All in-training certificates shall expire eight years after issuance.

C. Context of Written Examinations

1. All examinations may contain questions covering the Code of the State Board of Technical Registration and its published Code of Ethics.

2. Architect-in-Training—This is a one-part examination of 13 hours duration on which a passing grade of 75% is required. The Board may, at its discretion, divide the examination into subsections and need not offer these subsections to the applicant on the same or successive days. The subsections are not divisible parts of the Architect-in-Training examination. The examination will include: **History and Theory** concerning the development of architecture; the effect of geography, climate and material resources; the factors of site and orientation; the influence of science and technology; the varying response to the needs and desires of the changing social pattern; the evolution of design, methods of construction, structural systems, and building equipment, the influence of tradition and law; typical historical examples. **Structural Design** concerning the knowledge of various structural systems; when, how and why each would be used; the determination of safe and efficient sizes of structural elements and arrangements of combinations of such elements as slabs, beams, girders, trusses, columns, walls, foundations, and footings, designed in various materials by either graphical or mathematical analysis. **Building Equipment** concerning principles of design and detail knowledge concerning heating, ventilating, air conditioning, plumbing, electric wiring, refrigeration, fire protection, and vertical transportation; taking into account scientific, technical, economic and practical factors; also compliance with codes for public health and safety.

3. Architecture—This examination will be of 36-hours duration, and will consist of the following parts: (C) **History and Theory**, the development of architecture; the effect of geography, climate, and material resources, the factors of site and orientation; the influence of science and technology; the varying response to the needs and desires of the changing social pattern; the evolution of design, methods of construction, structural systems, and building equipment;

the influence of tradition and law; typical historical examples. (D) **Site Planning**, a short design problem involving a group of public or private buildings of any type, intended to demonstrate the candidate's ability to safeguard the interest of both client and public with respect to land values, obsolescence, traffic; to develop a functional arrangement of buildings and site which will also result in a visually satisfying composition of forms in space. (E) **Architectural Design**, a specific practical problem involving application of the principles of space design to solution of the program for a building such as might be found in architectural practice. The solution shall be submitted in drawings of specified number, kind, and scale to present an efficient arrangement, logical structural organization, compliance with basic codes for health and safety; also appropriate economy and satisfying aesthetic quality. (F) **Building Construction**, the use of materials and methods of construction, the selection of appropriate materials and knowledge of how they are combined for use under given conditions, considering their practicality and durability; also the factors of safety, economy, and architectural expression; supervision of construction, detection and correction of defects; sequence of construction operations. (G) **Structural Design**, the knowledge of various structural systems; when, how, and why each would be used; the determination of safe and efficient sizes of structural elements and arrangements of combinations of such elements as slabs, beams, girders, trusses, columns, walls, foundations, and footings, designed in various materials by either graphical or mathematical analysis. (H) **Professional Administration**, questions relating to the ethical, legal, and administrative responsibilities of the architect; relationships between architect, owner, and contractor; building arbitration. (I) **Building Equipment**, principles of design and detailed knowledge concerning heating, ventilating, air conditioning, plumbing, electric wiring, refrigeration, fire protection, and vertical transportation; taking into account scientific, technical, economic and practical factors; also compliance with codes for public health and safety. A passing grade of 75% will be required on each part of the examination. Certified Architects-in-Training will be allowed credit for the following sections of the examination: (C) History and Theory, (G) Structural Design and (I) Building Equipment.

4. **Assaying**—This will be an 8-hour examination which will include questions on fire assaying and gravimetric and volumetric chemical analysis of minerals and mineral products for the more important commercial metals. A passing grade of 70% will be required on the examination.

5. **Engineer-in-Training**—This is a one part examination of 8 hours duration which will include questions on basic sciences and engineering sciences. A passing grade of 70% will be required on the examination. The Board may, at its discretion, divide the examination into two indivisible subsections which will be given on the same day.

6. **Professional Engineering**—The complete professional engineering examination will consist of four parts with the exception of Structural Engineering, which will consist of six parts. Each part of the examination will be of four hours duration and requires a passing grade of 70% on each part of the examination. Parts I and II of this examination may be required of any applicant for registration as a professional engineer who graduated from an engineering college subsequent to January 1, 1953, and of all non-engineering college graduates applying for registration as a professional engineer.

All professional engineering examinations are open book and the applicant may bring any text or reference desired.

The parts of the professional engineering examination are defined as follows:

- Part 1 Basic Sciences
- Part 2 Engineering Sciences
- Part 3 Engineering Analysis
- Part 4 Engineering Design
- Part 5 Comprehensive Engineering Design
- Part 6 Structural Engineering Design

7. Geologist-in-Training—This will be a one-part, 8-hour examination, on which a passing grade of 70% is required. The Board may, at its discretion, divide the examination into two indivisible subsections which will be given on the same day. The examination will consist of questions covering the principles of physical, historical, and structural geology and mineralogy, as well as problems in structural geology.

8. Geology—The complete professional examination for geology is of 16-hours duration, consisting of four parts, on which a passing grade of 70% will be required for each part. The parts of the professional geology examination are as follows:

- Part 1 Basic Geology
- Part 2 Basic Geology
- Part 3 Applied Geology
- Part 4 Geological Problems

9. Land Surveying—The land surveying examination will be of 16-hours duration and will consist of four parts which will include questions to determine knowledge of the techniques of land surveying; also knowledge of rules and regulations of land surveying, and laws pertaining to the type of work described in Section 32-101 (12) of the Arizona Revised Statutes. A passing grade of 70% will be required on each part of the examination.

10. Examination Rules—The Board will publish prior to each written examination the Rules under which the examination will be held for each specific part and will provide the examinee with the questions for the examination and a work book for all of his submittal.

D. Comprehensive Oral Examination

The applicant for professional registration who has received a waiver of the written examination and a comprehensive oral examination substituted therefor, shall personally appear at a time and place indicated by the Board for oral demonstration of his proficiency in the area for which professional registration is applied. The oral examination held by the Board or a member thereof shall be of such duration as necessary to demonstrate the applicant's proficiency.

E. Personal Audience

A personal audience will be required of all applicants in order to complete professional registration. The personal audience will consist of an oral examination of 15 to 30 minutes and will include questions covering the Code and Rules of the State Board of Technical Registration. The personal audience will be given at a time and place convenient to the Board by the Board or member of the Board. An applicant who fails to appear for a personal audience within six months from the date on which he was first notified to appear shall have his application for registration denied unless this rule is waived by the Board for good cause shown.

F. Fees

The fees, payable in advance, for taking or re-taking the examinations, over and above and exclusive of fees required with the application for registration, shall be as follows:

	Examination Fees
1. IN-TRAINING EXAMINATIONS	
a. Architect-in-Training	\$15.00
b. Engineer-in-Training	10.00
c. Geologist-in-Training	10.00
2. ARCHITECT EXAMINATIONS	
C—History & Theory of Architecture	\$ 7.50
D—Site Planning	7.50
E—Architectural Design	10.00
F—Building Construction	7.50
G—Structural Design	7.50
H—Professional Administration	7.50
I—Building Equipment	7.50
3. EXAMINATIONS CONDUCTED FOR N.C.A.R.B.	
1. Senior Examination	\$25.00
2. Personal audience to complete NCARB certification on basis of written examination	10.00
4. PROFESSIONAL ENGINEER EXAMINATIONS	
Part 1 — Basic Sciences	\$ 7.50
Part 2 — Engineering Sciences	7.50
Part 3 — Engineering Analysis	7.50
Part 4 — Engineering Design	7.50
Part 5 — Comprehensive Engineering Design	7.50
Part 6 — Structural Engineering Design	7.50
5. GEOLOGIST EXAMINATIONS	
Part 1 — Basic Geology	7.50
Part 2 — Basic Geology	7.50
Part 3 — Applied Geology	7.50
Part 4 — Geological Problems	7.50
6. LAND SURVEYOR EXAMINATION	
Part 1 — Surveying Techniques	7.50
Part 2 — Computations	7.50
Part 3 — Rules and Regulations	7.50
Part 4 — Legal Principals	7.50
7. ASSAYER EXAMINATION	15.00
8. COMPREHENSIVE ORAL EXAMINATION	None
9. PERSONAL AUDIENCE	None

RULE III. EXPERIENCE

1. Qualifying experience, other than time allowed for education, shall in general be limited to that time in which an applicant has been directly employed in a responsible position of a character satisfactory to the Board.

RULE IV. SEALS AND IDENTIFYING MARKERS FOR REGISTRANTS

1. Description of Seals

Each person registered under this law must secure and use an embossed circular seal, or rubber stamp, one and one-half ($1\frac{1}{2}$) inches in diameter, consisting of two concentric circles, the inner circle to be one and one-eighth ($1\frac{1}{8}$) inches in diameter. The upper portion of the annular space between the two circles shall bear whichever of the following phrases is applicable to the registrant: "Registered Architect," or "Registered Professional Engineer" together with the branch of engineering in which registered, "Registered Geologist," "Registered Land Surveyor," or "Registered Assayer." At the bottom of the annular space between the two circles shall appear the inscription "Arizona, U.S.A." The inner circle shall contain the name of the registrant, his registration number, and the words "Date signed."

2. Use of Seals

An imprint of the registrant's valid seal shall appear on each and every sheet of drawings and on the cover and index page of each set of specifications and/or reports or other professional documents prepared by a registrant or his bona fide employee. Superimposed over the imprint of the seal shall be the original signature of the registrant and the date indicated when the seal imprint was signed.

3. Seals, Securing

The registrant shall order his seal through the office of the Board of Technical Registration by paying the cost of manufacturing said seal, and signing an imprint of the seal and affidavit regarding its use for the records of the Board. Seals secured by registrants under prior rules established by the Board shall remain valid. Engineers registered in more than one branch shall secure and use a seal for each branch of engineering in which registration has been granted.

4. Identifying Markers, Securing

Registered Land Surveyors and registered Professional Engineers, when engaged in land surveying, shall secure at their own expense metal rods, pipes, tags, caps or embossed nails which shall show the registrant's Arizona Registration Number as issued by the State Board of Technical Registration and each registration number shall be prefixed by the letters L.S. or P.E., respectively, as the case may be.

5. Use of Identifying Markers

Registered Land Surveyors and registered Professional Engineers, when engaged in Land Surveying, shall securely attach one identifying marker to every permanent survey point set during the practice of surveying tracts of land for the determination of their correct locations.

RULE V. CERTIFICATIONS

A certificate of registration of such size and form as the Board may approve shall be given to each registrant. Each registrant shall also receive a card on which shall be set forth all of the data that appears on the registrant's certificate of registration. Certificates of registration shall expire on December 31st of each year, and shall be invalid after that date unless renewed by payment of the required renewal fee as defined in ARS 32-127. Receipt by the registrant of a renewal card for the current year shall be evidence that the certificate of registration is valid.

RULE VI. TEMPORARY PERMITS

Temporary permits to practice architecture, engineering, geology, assaying or land surveying may be issued, covering one project only, for a period not to exceed ninety days to a non-resident holding a valid certificate of registration as an Architect, Engineer, Geologist, Assayer, or Land Surveyor by another state or territory of the United States who is an applicant for professional registration in Arizona. An applicant desiring a temporary permit shall file with his application for professional registration the prescribed form for a temporary permit. The temporary permit fee is exclusive of any application fee for professional registration.

RULE VII. REVISIONS

Any revisions in the Rules and Regulations adopted by the Board pursuant to the authority of Arizona Revised Statutes of January, 1956, as amended, shall be proposed and discussed at a meeting and, if approved, publication shall be made and a hearing shall be called as required by law for the next regular meeting of the Board, at which time action will be taken.

BY - L A W S

(Adopted December 13, 1963)

Section I

NAME, SEAL, MEETINGS, AND ORGANIZATION

1. Name:

The name of this Board shall be the State Board of Technical Registration. This organization shall subsequently be referred to in these By-Laws as the Board. Wherever reference is made to Law, the same shall refer to Arizona Revised Statutes of January 1956 and amendments thereto.

2. Seal:

The seal of the Board shall be as follows: An embossed circular seal consisting of three concentric circles, one and one-quarter ($1\frac{1}{4}$) inches, one and one-half ($1\frac{1}{2}$) inches, and one and three-quarters ($1\frac{3}{4}$) inches in diameter. At the top of the annular space between the two larger circles shall appear the words: "State Board of Technical Registration." Beginning near the bottom of the left side between the two smaller circles shall appear the words "For Architects, Assayers, Engineers, Geologists, and Land Surveyors." At the bottom of the annular space between the two larger circles shall appear the words, "Arizona, U.S.A." Within the inner circle shall appear the Coat of Arms of Arizona.

3. Meetings:

Except as hereafter provided, regular meetings of the Board shall be held quarterly within each of the months of March, June, September, December, the exact date or dates of each meeting to be determined at the preceding meeting, or by the Chairman or Acting Chairman if the Board leaves the decision to him or if an emergency makes it unwise to conform to the decision reached by the Board.

When in the judgment of the Chairman of the Board, the work as prescribed for the Board by statute and by the procedure elsewhere set forth is insufficient to warrant the expense of a meeting of the Board, the Chairman may require a referendum of the Executive Committee, and on such support order the regular meeting to be postponed to another date, or waived for the quarterly period and memorandum of such action entered in the minutes of the next subsequent meeting of the Board.

All meetings shall be called for such time and at such place as may be designated by the Chairman, and stated by notice of such meetings, which notices shall be sent to all members of the Board two weeks in advance of the date thereof. Special meetings may be called at any time by the order of the Chairman, and shall be called by the Secretary when written request is filed therefor by three members of the Board. Due notices of such special meetings shall be given each member.

4. Organization:

At the regular meeting of the Board in September of each year the Board shall elect from its members a Chairman, Vice-Chairman and Secretary who shall assume the duties of their office at the close of this meeting. The Chairman shall, as soon thereafter as practicable, appoint from among the members of the Board the following standing committees: Executive, By-Laws and Rules, Public Information, National Council of Architectural Registration Boards, Budget Committee, Grievance Committee No. 1, Grievance Committee No. 2, and such other committees as may be required to facilitate the work of the Board.

Section II

DUTIES

1. Chairman:

The Chairman shall, when present, preside at all meetings, shall appoint all committees, shall sign all certificates, and other official documents, other than correspondence, and shall otherwise perform all duties ordinarily pertaining to the office of Chairman. All claims shall be signed by either the Chairman or Vice-Chairman, and Secretary of the Board. The Chairman shall be Ex-Officio member of all committees.

2. Vice-Chairman:

The Vice-Chairman shall, in the absence or incapacity of the Chairman, exercise the duties and then possess all the powers of the Chairman.

3. Secretary:

The Secretary of the Board shall perform all duties as prescribed by the Law and shall act as the general advisor of the Board, to the

office of the Board. The Secretary shall sign all claims encumbered against Board funds.

4. Executive Secretary:

The Board shall retain an Executive Secretary, who shall have charge of the office of the Board, together with such clerical assistance as may be deemed necessary.

5. Executive Committee:

The Executive Committee shall consist of all members of the Board and its duties shall be to transact all business of the Board during intervals between regular or special meetings (except authorize the issuance of Certificates of Registration) and to make a report to the Board thereon at its next special or regular meeting. A quorum shall consist of five members.

6. By-Laws and Rules Committee:

The By-Laws and Rules Committee shall consist of three members who shall from time to time consider and recommend to the Board such modifications of the by-laws and rules governing examinations and other procedure of the Board as will secure best operating results.

The Committee shall report to the Board at each regular meeting and may report at any special meeting.

7. Public Information Committee:

The Committee on Public Information shall consist of all members, and its duties shall be to disseminate information concerning the policies and activities of the Board.

8. National Council of Architectural Registration Boards Committee:

The N. C. A. R. B. Committee shall consist of the Architect members of the Board. The duties of this committee shall be to transact all business relating to the National Council of Architectural Registration Boards.

9. Budget Committee:

The Budget Committee shall consist of three members of the Board. The duties of this committee shall be to present to the Board at each September meeting the proposed budget for the following fiscal year.

10. Grievance Committee No. 1:

This committee shall consist of three members of the Board whose residence shall be convenient to the northern and central part of the State. The duties of this committee shall be to investigate complaints made against registrants and non-registrants and to recommend Board action.

11. Grievance Committee No. 2:

This committee shall consist of three members of the Board whose residence shall be convenient to the central and southern part of the State. The duties of this committee shall be to investigate complaints

made against registrants and non-registrants and to recommend Board action.

Section III

PROCEDURE

1. Order of Business:

At each regular or special meeting of the Board the order of business shall be as follows:

1. Reading of the minutes of the last meeting.
2. Report of the Executive Committee.
3. Report of By-Laws and Rules Committee (required at regular meetings).
4. Report on Examinations.
5. Report of Public Information Committee.
6. Report of N.C.A.R.B. Committee.
7. Report of Budget Committee.
8. Report of Grievance Committee No. 1.
9. Report of Grievance Committee No. 2.
10. Report of Special Committees.
11. Reading of Communications.
12. Reading and considering of applications.
13. Unfinished business.
14. New business.
15. Adjournment.

2. Voting:

Unless otherwise provided by the Law, a quorum of the Board being present, it shall be considered that favorable action has been taken upon any question if a majority of those present vote favorably.

Section IV

1. Amendments:

These By-Laws may be amended at any regular or special meeting of the Board by favorable majority vote of the members present, provided a copy of the proposed amendment or amendments shall have been mailed to each member of the Board at least two weeks prior to the meeting at which it or they are to be considered.